

## How to File an Answer to a Complaint

This section explains how to docket an answer to a complaint.

**Step 1** Click the **ADVERSARY** hyperlink on the ECF Main Menu.



**Step 2** The **ADVERSARY EVENTS** screen displays.



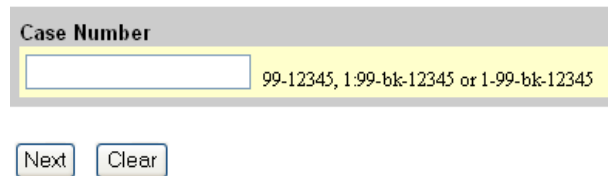
### Adversary Events

[Open Adversary/Complaint](#)  
[Amended Complaint/Cross and Counterclaim/Summons](#)  
[Answers...](#)  
[Appeal](#)  
[Motions](#)  
[Notices](#)  
[Other](#)  
[Orders/Opinions...](#)  
[Court Events](#)  
[Open MP Case](#)

- Click the Answers hyperlink

**Step 3** The **ANSWERS** screen displays. Click the “Complaint, 3<sup>rd</sup>, cross, counter” hyperlink.



**Step 4** The **CASE NUMBER** screen displays

Case Number

99-12345, 1:99-bk-12345 or 1:99-bk-12345

Next Clear

- Enter the case number, including the hyphen.
- Click **Next**. The Confirmation screen displays.

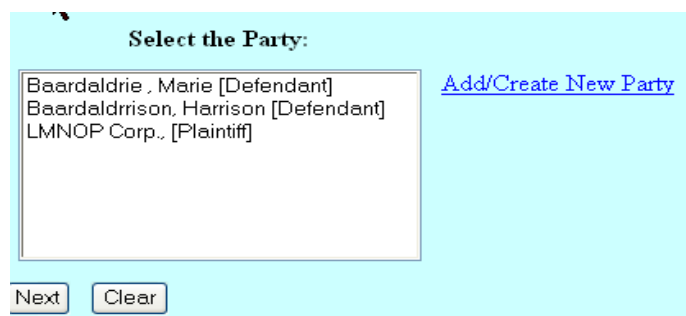
**Step 5** The **CONFIRMATION SCREEN** displays

Answer a Complaint

05-01816 ABC Creditor Corporation v. System

Next Clear

- Click **Next**. The **Select Party** screen displays.

**Step 6** The **SELECT PARTY** screen displays.

Select the Party:

Baardaldrie, Marie [Defendant]  
Baardaldrison, Harrison [Defendant]  
LMNOP Corp., [Plaintiff]

[Add/Create New Party](#)

Next Clear

- Pick the party filing the answer and click next.

**Step 7** The **ATTORNEY/PARTY ASSOCIATION** screen appears.

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ Baardaldrie , Marie(pty:dft) represented by , (aty)

- Since you are new as the attorney for the party you are representing, you will need to establish the Attorney/Party Association or link. Check the box and click **Next**.

**Step 8**

The screen for linking to the Complaint appears.

Include	Date	#	Docket Text
<input type="checkbox"/>	01/19/2005	1 424	(Obj/Revocation Discharge 727): Complaint by LMNOP Corp. against Harrison Baldwin, Marie Baldwin. Fee Amount \$150. (Attorney15, Joe)

- Please make sure to check the box in order for the linkage to be created. If there is an amended complaint, please make sure to check off the complaint you are answering.

**Step 9**

The **PDF DOCUMENT SELECTION** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

- The file date and the Entered On Docket (EOD) date for this entry will appear in a subsequent screen, **the Notice of Electronic Filing**.
- Click **Browse**, then navigate to the directory where the PDF file is located and remember to right click to view to see that the document is the correct one.

- Double-click the PDF file to select it.
- There will be no Attachments to the answer in this example.
- Accept the **No** default radio button and click **Next**.

**Step 10** The **Counterclaim, Cross-Claim and Third-Party** screen appears

Docket Text: Modify as Appropriate.

Answer to Complaint  with certificate of service  filed by Marie Baardaldrie .  
(, )

- If any of the choices apply, please make sure to check off.
- None of the above apply to the answer in this example.
- Do not check any boxes and click **Next**.

**Step 11** The **MODIFY DOCKET TEXT** screen appears.

☐ Does this filing include a **third-party** complaint? (If yes, click on the box)

☐ Does this filing include a **cross-claim** ? (If yes, click on the box)

☐ Does this filing include a **counterclaim** ? (If yes, click on the box)

- Note the Pre-Text box and the pull down arrow. There is a drop to pick with certificate of service which should be used if it is included in your document.
- Complete the docket text and click **Next**.

**Step 12** The **FINAL DOCKET TEXT** screen appears. Use caution on this screen and proof the contents of the entry carefully.

Docket Text: Final Text

Answer to Complaint with certificate of service filed by Marie Baardaldrie. (, )

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- To abort or restart the transaction, click any of the hyperlinks on the Main Menu bar.
- If you are satisfied with your entry, click **Next** and the entry is sent to the court's database.

**Step 13**

The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

United States Bankruptcy Court  
District of Massachusetts **TRAINING**

Notice of Electronic Filing

The following transaction was received from , entered on 8/10/2005 at 9:58 AM EDT and filed on 8/10/2005

**Case Name:** LMNOP Corp. v. Baardaldrison et al

**Case Number:** [05-01001](#)

**Document Number:** [3](#)

**Docket Text:**  
Answer to Complaint with certificate of service filed by Marie Baardaldrie. (, )

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** H\HJB\_SESSION\Dictionary List.pdf

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1021399670 [Date=8/10/2005] [FileNumber=102329-0]  
[1426dae8215b6ad5571b9063f139354bb04bf8f8a41ad64638f149e2b12702f96884  
0de8aefb2bc66123dd62ddbada5095aa5a3afa215fb2ac039f3fb-d63bc7d0]]

**05-01001 Notice will be electronically mailed to:**

**05-01001 Notice will not be electronically mailed to:**

- It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.

- Although the user may click on the Back button the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.
- Do not use the **Back** button to make another filing. It is not activated. You must select from the Main Menu and start again.
- Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.
- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF image of the document just filed will be displayed.
- Scroll down to see participants who have or have not registered for electronic noticing in this case.